

# **BIGFORK FIRE TRUSTEE MEETING AGENDA**

**January 4, 2017  
5:30pm**

- 1. General Public Comment**
- 2. Review/Approval of meeting minutes December 15, 2016**
- 3. Review/Approval of Purchase Orders**
- 4. Review Reconciliation of Financial Statements and Bills Paid**
- 5. Fire Chief Report**
- 6. Apparatus Committee Report – (K. Oster)**
- 7. Old Business**
- 8. New Business**
  - 1. Hiring of Full-Time Paramedic**
  - 2. Temporary Rank Assignment**
  - 3. Hiring of New Volunteer T. P. (Pending Background)**
  - 4. Consideration of mandatory Direct Deposit for Employee Payroll**
- 10. General Public Comment**
- 11. Adjourn**

**Next Meeting: February 1, 2017**

**District Meetings:**

**February 1<sup>st</sup>, 2017**

**March 1<sup>st</sup>, 2017**

## **Bigfork Fire District Trustee Meeting**

**January 4<sup>th</sup>, 2017**

**Trustees Present: Zack Anderson, Andrew Sliter, Kristy Oster, Dan Elwell.**

**Guests: Chief Mark Thiry, Josh Cox, Jeremy Patton, Chad Oster**

**Meeting called to order at 17:30**

**1. General Public Comment:** None

**2. Review/Approval of Meeting Minutes of December 15<sup>th</sup>, 2016:**

Oster requested that the meeting minutes be amended to include the wording "if they work for another department" at the end of the first sentence for item number 3.

Sliter (1<sup>st</sup>) Oster (2<sup>nd</sup>), all in favor, no opposed

**3. Review/Approval of Purchase Orders:** None to review/approve

**4. Review Reconciliation of Financial Statements and Bills Paid.**

- **Profit and Loss/Balance Sheet:** Oster suggested creating a line item in the budget for t-shirts that are sold by the department. Oster also explained that we will continue to get checks from the same supplier and that the department would have to have a Costco membership in order to buy checks from Costco.
- **Expense by Vendor:** Oster asked why Gembala attended the payroll training seminar. Chief Thiry explained that the department needs to have someone else besides Cindy that knows that task. It is not advisable to have only one person in the department that knows how to perform a job.

Sliter asked about the reimbursement to Mike Shea for "Christmas Tree". Chief Thiry explained the Christmas tree fund raising event to the Board and that this was reimbursement for money that Mike had spent.

**5. Fire Chief Report: See attached report**

**6. Apparatus Committee Report – (K. Oster)**

No meeting was held. Chief Thiry went to the Evergreen Fire Department to look at their type 5 apparatus. He thinks that Bigfork Fire will have something similar to this built, but modified to fit our needs better.

## 7. Old Business: None

## 8. New Business

### 1. Hiring of Full-time Paramedic

Chief Thiry requested permission from the Board to open a full-time position for a paramedic. The Board had no issue with this request. Oster (1<sup>st</sup>), Elwell (2<sup>nd</sup>), All in favor, none opposed.

### 2. Temporary Rank Assignment

Chief Thiry would like to create two temporary Deputy Chief positions: Administrative and Operations. Cindy Norred will be Deputy Chief of Administration and Jeremy Patton will be Deputy Chief of Operations. The Board approved. Sliter (1<sup>st</sup>), Elwell (2<sup>nd</sup>). Anderson, Elwell, and Sliter were in favor, Oster was opposed.

### 3. Hiring of New Volunteer Tom Pauley

Chief Thiry would like the Board to hire Tom Pauley as a volunteer pending the outcome of the background check and drug test/physical. The Board approved. Oster (1<sup>st</sup>), Sliter (2<sup>nd</sup>). All in favor, none opposed.

### 4. Consideration of mandatory Direct Deposit for Employee Payroll

Oster would like to make direct deposit mandatory for all paid employees. Anderson suggested to possibly charge for receiving a paper check. The Board would like Chief Thiry to check with the employees and get feedback.

## 9. General Public Comment: None

Motion to adjourn: K. Oster (1<sup>st</sup>) Sliter (2<sup>nd</sup>) all in favor, none opposed.

Meeting adjourned at: 18:18

Minutes Approved: Andrew Sliter, Chairman  
JAP, Recorder

January 4th 2017

Guest



## **Bigfork Fire District Trustee Meeting**

**December 15, 2016**

**Trustees Present:** Zack Anderson, Andrew Sliter, Dan Kidd (by phone), Kristy Oster, Dan Elwell. **Guests:** Chief Mark Thiry, Tracey Gembala, Chad Oster

**Meeting called to order at 17:33**

**1. General Public Comment:** None

**2. Review/Approval of Meeting Minutes of November 2 , 2016:**

Oster (1<sup>st</sup>) Sliter (2<sup>nd</sup>), all in favor, no opposed

**3. Review Reconciliation of Financial Statements and Bills Paid.**

- **Profit and Loss/Balance Sheet:** Kristy Oster expressed her opinion stating she thought Bigfork Fire should pay only half of a paramedic refresher instead of the entire amount. Chief Thiry agreed. Kristy Oster questioned line item "EMS PPE". Expenditure is at 57% and we still have 6 months left in the year. Also, what items have been charged to this account? Chief Thiry will have answer at next meeting.
- **Expense by Vendor:** Kristy Oster had the following questions: 1. Can we find a less expensive source to buy checks from. We currently order them through "Deluxe" and she believes they are the most expensive to buy from. 2. A yellow drum was purchased for our new copy machine. Chief Thiry explained that the original "new" copier we received did not work and we were told by the manufacturer that it was the "yellow drum" causing the problem. They stated they were out of the "yellow drum" and did not know when they would be able to get it to the department so a "yellow drum" was purchased from a different source by Jeremy Patton. Kristy Oster accepted reason without further argument. 3. The reason a "No Trespassing sign and camera" were purchased for the Echo Lake Station. Chief Thiry explained there had been some problem with persons coming onto the property and joining in on extra-curricular activities and was hoping that this would deter the problem. The camera is a fake. Kristy had no further argument.

**4. Fire Chief Report: See attached report**

## **5. Apparatus Committee Report – (K. Oster)**

Jeremy Patton, Josh Cox, Cole Williams and Kristy Oster met last week. The committee has concluded that a Type 5 or 6 should be purchased. The committee is going to tour Evergreen Fire Department so they can see their set-up also they will be speaking with Kyle Nace of RES to possibly build one for us.

## **6. Old Business**

1. Amending Appendix H - To add Billing for Vehicle Fires  
Kidd (1<sup>st</sup>) Oster (2<sup>nd</sup>), all in favor, no opposed
2. Amending Handbook – Holidays/Changing non-traditional Holidays for Traditional.  
i.e. Post-Thanksgiving, Christmas Eve, etc.  
Oster (1<sup>st</sup>) Sliter (2<sup>nd</sup>), all in favor, no opposed
3. The Board of Trustees would like to clarify that the Chief can at any time amend the SOG or Handbook without Board approval so long as there is no financial impact to the budget.
4. FLSA Status, Chief's Salary

## **7. Close Session— Pursuant to MCA 2-3-203 (3) Entered at 18:08. Returned from closed session at 20:19.**

## **8. New Business**

1. Any item from Closed Session needing action.
  - Chief's Salary to be raised to \$47,476 effective January 1, 2017  
Motion- K. Oster 2<sup>nd</sup> A. Sliter Vote: All in favor, none opposed.  
Motion Carried.
2. Acceptance of resignations by members A.B. and K.P.
  - Resignations to be accepted  
Motion- K. Oster 2<sup>nd</sup> A. Sliter Vote: All in favor, none opposed  
Motion Carried
3. Request Posting of Prayer Pledge in Bigfork Hall.
  - Approval of Posting Request  
Motion- K. Oster 2<sup>nd</sup> A. Sliter Vote: All in favor, none opposed.  
Motion Carried
4. Review of Repair Invoice for Tender 392 (K. Oster)
  - Discussion on procedure for authorizing of vehicle repairs. Chief was instructed to contact repair facility and advise them on the authorization process.
5. Amend SOG 246.00 Athletic Club Use
  - Board was advised on change of wording of SOG to designate Club use by Members in good standing. Definition of "Good Standing" to follow in separate SOG. Advisory only, No Action Required
6. Hiring of new Volunteer B.B.
  - Approve hiring of New Volunteer  
Motion- K. Oster 2<sup>nd</sup> A. Sliter Vote: All in favor, none opposed  
Motion Carried

**9. General Public Comment:** None Presented

Motion to adjourn: K. Oster (1<sup>st</sup>) D. Elwell (2<sup>nd</sup>) all in favor, none opposed.

Meeting adjourned at: 18:59

Minutes Approved: \_\_\_\_\_, Chairman

\_\_\_\_\_, Recorder

**BIGFORK FIRE DEPARTMENT**

Originated by Tracey Gembala, Krissy Oeter, Mark Thirg

JAN 04 2017

Approved By  
Chief Mary [Signature] Date 1/30/2017  
Trustee [Signature] Date \_\_\_\_\_

Chief Marjorie Date 1/30/2017  
Trustee JA Date \_\_\_\_\_



Bigfork Fire District  
Balance Sheet  
As of November 30, 2016

	Nov 30, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	443,835.81
Total 1010001 · GENERAL FUND	443,835.81
1020000 · RESTRICTED CASH	
1020004 · FUND#7254-Apparatus Fund-County	80,211.75
1020003 · Ralph Barton Trust Fund-Flathead	30,898.71
Total 1020000 · RESTRICTED CASH	111,110.46
Total 101000 · CASH ALL FUNDS	554,946.27
Total Checking/Savings	554,946.27
Total Current Assets	554,946.27
<b>TOTAL ASSETS</b>	<b>554,946.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061321 · Payroll - UI	191.00
Total 206130 · ACCRUED PAYROLL PAYABLE	191.00
Total Other Current Liabilities	191.00
Total Current Liabilities	191.00
Total Liabilities	191.00
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,478,369.95
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	-39,856.33
Total Equity	554,755.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>554,946.27</b>

BIGFORK FIRE DEPARTMENT  
Originated by Cindy Norred  
JAN 04 2017

Approved By [Signature] Date 1/4/2017  
Chief [Signature]  
Trustee [Signature]



**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July through November 2016

	<u>Jul - Nov 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>31 · TAXES/ASSESSMENTS</b>			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	117,353.53	305,325.00	38.4%
310002 · Lake County Taxes	19,873.97	92,090.00	21.6%
310004 · EMS Levy Flathead County	0.00	27,500.00	0.0%
<b>Total 31 · TAXES/ASSESSMENTS</b>	<u>137,227.50</u>	<u>427,415.00</u>	<u>32.1%</u>
<b>33 · INTERGOVERNMENTAL</b>			
335230 · Entitlement	9,011.86	36,299.00	24.8%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	400.00	0.00	100.0%
<b>Total 33 · INTERGOVERNMENTAL</b>	<u>9,411.86</u>	<u>36,599.00</u>	<u>25.7%</u>
<b>34 · CHARGES FOR SERVICES</b>			
342055 · EMS Billing Income	138,539.28	265,000.00	52.3%
342054 · EMS Class Income	2,650.00	0.00	100.0%
<b>342020 · FIRE PROTECTION</b>			
342021 · Fire District Billing	653.75	5,000.00	13.1%
<b>Total 342020 · FIRE PROTECTION</b>	<u>653.75</u>	<u>5,000.00</u>	<u>13.1%</u>
<b>Total 34 · CHARGES FOR SERVICES</b>	<u>141,843.03</u>	<u>270,000.00</u>	<u>52.5%</u>
<b>36 · MISCELLANEOUS</b>			
365015 · District Donations	4,045.66	10,000.00	40.5%
365010 · Reflective Sign Orders	75.00	0.00	100.0%
362015 · Refunds	5.64	0.00	100.0%
362000 · Tshirt & Hat Sales	4,110.00	0.00	100.0%
<b>Total 36 · MISCELLANEOUS</b>	<u>8,286.08</u>	<u>10,000.00</u>	<u>82.9%</u>
<b>37 · INVESTMENT &amp; ROYALTY EARNINGS</b>			
371003 · Interest Income	1,583.88	3,500.00	45.3%
371007 · Interest Income - Trust	23.63	0.00	100.0%
<b>Total 37 · INVESTMENT &amp; ROYALTY EARNINGS</b>	<u>1,607.51</u>	<u>3,500.00</u>	<u>45.9%</u>
<b>Total Income</b>	<u>298,375.98</u>	<u>747,514.00</u>	<u>39.9%</u>
<b>Gross Profit</b>	<u>298,375.98</u>	<u>747,514.00</u>	<u>39.9%</u>
<b>Expense</b>			
<b>420000 · PUBLIC SAFETY</b>			
<b>420700 · EMERGENCY SERVICES</b>			
<b>420710 · ADMINISTRATION</b>			
<b>300-2 · PURCHASED SERVICES</b>			
390-3 · Mutual Aid Ambulance Service	150.00	600.00	25.0%
390-2 · Billing Service Refunds	1,005.10	5,000.00	20.1%
390-1 · Billing Service Fees	11,412.79	23,000.00	49.6%
360-2 · Ambulance Equipment Maintenance	4,120.78	25,000.00	16.5%
<b>Total 300-2 · PURCHASED SERVICES</b>	<u>16,688.67</u>	<u>53,600.00</u>	<u>31.1%</u>
<b>200-2 · SUPPLIES</b>			
220-2 · Medical Supplies	4,261.78	18,000.00	23.7%

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July through November 2016

	<b>Jul - Nov 16</b>	<b>Budget</b>	<b>% of Budget</b>
226-2 · EMS Personnel Supplies PPE	2,845.02	4,000.00	71.1%
Total 200-2 · SUPPLIES	7,106.80	22,000.00	32.3%
Total 420710 · ADMINISTRATION	23,795.47	75,600.00	31.5%
Total 420700 · EMERGENCY SERVICES	23,795.47	75,600.00	31.5%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	149,342.21	351,800.00	42.5%
130-4 · Retirement - Employer	2,110.29	14,200.00	14.9%
140-1 · Medical Insurance-Employer	24,285.97	60,000.00	40.5%
140-2 · Unemployment expense	374.39	2,000.00	18.7%
140-3 · Workmans Comp-State Fund	7,885.19	42,000.00	18.8%
140-4 · Comp FICA-MED & SS	10,693.27	27,000.00	39.6%
Total 100 · PERSONNEL SERVICES	194,691.32	497,000.00	39.2%
200-1 · SUPPLIES			
210-7 · Misc. Small Tools and Equipment	0.00	6,000.00	0.0%
224-1 · Rehabilitation Expense	0.00	1,000.00	0.0%
220-1 · Operating Station Supplies	3,970.44	8,000.00	49.6%
210-1 · Office Expenses	2,848.19	18,000.00	15.8%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	210.99	5,000.00	4.2%
226-1 · FIRE Personnel Supplies PPE	2,497.74	10,000.00	25.0%
231-1 · Fuel for Apparatus	5,078.32	19,000.00	26.7%
Total 200-1 · SUPPLIES	14,605.68	67,100.00	21.8%
300-1 · PURCHASED SERVICES			
340-2 · Propane	157.28	3,500.00	4.5%
331-1 · Real Estate/Landfill Taxes	264.01	300.00	88.0%
360-1 · Fire Equipment Maintenance	35,196.25	32,000.00	110.0%
310-1 · Radio Services	39.78	6,000.00	0.7%
335-1 · Merchant Bank Fees	554.32	1,500.00	37.0%
340-1 · Utilities	4,884.08	13,000.00	37.6%
345-1 · Telephone & DSL	2,256.24	6,000.00	37.6%
351-1 · Health & Wellness	451.00	6,000.00	7.5%
353-1 · Accounting & Auditing	670.00	22,000.00	3.0%
357-1 · Background Checks	632.38	1,000.00	63.2%
Total 300-1 · PURCHASED SERVICES	45,105.34	91,300.00	49.4%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	22,500.00	0.0%
Total 500 · FIXED CHARGES	0.00	22,500.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	50,000.00	50,000.00	100.0%
920-2 · Building Improvements	0.00	33,000.00	0.0%
940-1 · Machinery & Equipment	3,864.55	12,000.00	32.2%
Total 900-1 · CAPITAL OUTLAY	53,864.55	95,000.00	56.7%

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July through November 2016

	<u>Jul - Nov 16</u>	<u>Budget</u>	<u>% of Budget</u>
Total 420410 · ADMINISTRATION	308,266.89	772,900.00	39.9%
Total 420400 · FIRE PROTECTION & CONTROL	308,266.89	772,900.00	39.9%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,586.76	7,000.00	22.7%
Total 420430 · PERSONNEL TRAINING	1,586.76	7,000.00	22.7%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,127.00	3,500.00	32.2%
Total 420440 · FIRE PREVENTION	1,127.00	3,500.00	32.2%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	3,456.19	10,000.00	34.6%
Total 100-1 · Volunteer Stipend	3,456.19	10,000.00	34.6%
205-1 · Recruiting	0.00	1,500.00	0.0%
Total 420460 · FIRE SUPPRESSION	3,456.19	11,500.00	30.1%
Total 420000 · PUBLIC SAFETY	338,232.31	870,500.00	38.9%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,301.83	2,515.81	51.7%
610-2 · Principal of LTD-342 Loan	48,698.17	97,484.19	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	388,232.31	970,500.00	40.0%
Net Ordinary Income	-89,856.33	-222,986.00	40.3%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES	50,000.00	0.00	100.0%
Total Other Income	50,000.00	0.00	100.0%
Net Other Income	50,000.00	0.00	100.0%
Net Income	<u>-39,856.33</u>	<u>-222,986.00</u>	<u>17.9%</u>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**JAN 04 2017**

Approved By  
Chief M. J. [Signature] Date 1/4/17  
Trustee ZA Date \_\_\_\_\_



9:37 AM

01/04/17

Accrual Basis

# Bigfork Fire District Expenses by Vendor Detail

December 2016

Type	Date	Memo	Amount	Balance
<b>*JSibbitt</b>				
Check	12/16/2016	November 2016-1 Call	16.10	16.10
Total *JSibbitt			16.10	16.10
<b>*KOster</b>				
Check	12/01/2016	November 2016- 2 Calls-2 Trainings	47.20	47.20
Total *KOster			47.20	47.20
<b>*MShea</b>				
Check	12/01/2016	November 2016-7 Calls	112.70	112.70
Total *MShea			112.70	112.70
<b>American Pest Control of Montana</b>				
Check	12/16/2016	Woodsbay Pest Control	125.00	125.00
Total American Pest Control of Montana			125.00	125.00
<b>AT&amp;T Mobility</b>				
Check	12/16/2016	Nov 4th 2016---Dec 3rd 2016-Mifix3, Cell Phone-Damaged in mail	0.00	0.00
General Journal	12/16/2016	For CHK 18882 voided on 01/03/2017	135.13	135.13
Total AT&T Mobility			135.13	135.13
<b>Atanaha Events Center</b>				
Check	12/01/2016	Christmas Party for 2016	1,925.76	1,925.76
Check	12/16/2016	Christmas Party for 2016-Drinks	444.86	2,370.62
Total Atanaha Events Center			2,370.62	2,370.62
<b>Bigfork Water &amp; Sewer</b>				
Check	12/16/2016	Bigfork hall water and sewer-Nov 2016	143.55	143.55
Check	12/16/2016	Fire hydrant charges-Nov 2016	246.00	389.55
Total Bigfork Water & Sewer			389.55	389.55
<b>Blue Cross &amp; Blue Shield of Montana</b>				
Check	12/01/2016	12/1/2016--01/01/2017-Health Insurance+\$1298.60-Payroll Liability #18849 Check	3,413.45	3,413.45
Total Blue Cross & Blue Shield of Montana			3,413.45	3,413.45
<b>Charter Communications</b>				
Check	12/16/2016	Phone, Internet 12/15/2016--01/14/2017	159.95	159.95
Total Charter Communications			159.95	159.95
<b>Culligan</b>				
Check	12/16/2016	Rental-Dec 2016, Nov 2016 water charges	34.75	34.75
Total Culligan			34.75	34.75
<b>Curtis</b>				
Check	12/01/2016	Battery for Eclipse	77.75	77.75
Total Curtis			77.75	77.75
<b>Emergency Medical Products, Inc.</b>				
Check	12/01/2016	Medical supplies-N95 Mask, Zoll patch	109.15	109.15
Total Emergency Medical Products, Inc.			109.15	109.15
<b>First Bankcard</b>				
Check	12/16/2016	Monthly Charge for Sentext Solutions	39.00	39.00
Check	12/16/2016	Payroll Law Class-Cindy, Mark, Tracey G	447.00	486.00
Check	12/16/2016	Xmas Tree-Cafe return \$15.16	147.77	633.77
Check	12/16/2016	Stamps	94.00	727.77
Check	12/16/2016	322 Wheel Switch	48.00	775.77
Total First Bankcard			775.77	775.77
<b>Flathead Electric Co-op Inc.</b>				
Check	12/16/2016	Echo lake Dec 2016-1044500	83.00	83.00
Check	12/16/2016	Woodsbay-Dec 2016-1053813	46.00	129.00
Check	12/16/2016	Bigfork-- Dec 2016-1053814	322.00	451.00
Total Flathead Electric Co-op Inc.			451.00	451.00
<b>J2 Office Products</b>				
Check	12/01/2016	Paper Towels-Case	63.79	63.79
Total J2 Office Products			63.79	63.79
<b>Kalispell Ford</b>				
Check	12/01/2016	325-Oil Change	91.75	91.75
Check	12/16/2016	325-Replace rear pads & machine rotors, Repair fluid leak between transfer case and transm...	993.91	1,085.66
Total Kalispell Ford			1,085.66	1,085.66
<b>KRMC</b>				
Check	12/16/2016	Oct 2016 RX supplies	306.44	306.44
Check	12/16/2016	Nov 2016- Medical Supplies	0.00	306.44
Check	12/16/2016	Robin Sticka--5 Hrt CPR AED cards for Class	30.00	336.44

9:37 AM  
01/04/17  
Accrual Basis

**Bigfork Fire District**  
**Expenses by Vendor Detail**  
December 2016

Type	Date	Memo	Amount	Balance
Total KRMC			336.44	336.44
<b>Lindsey Battle</b>				
Check	12/01/2016	Nov 2016-3 calls & trainings	63.30	63.30
Total Lindsey Battle			63.30	63.30
<b>Mike Shea.</b>				
Check	12/01/2016	Christmas Tree for Festival of Trees	76.88	76.88
Total Mike Shea.			76.88	76.88
<b>Montana Athletic Club</b>				
Check	12/01/2016	Larson (9) ,Rob Tracy (0),Dustin Smithz(5) Lisa Smith (6), Dan Ellwell (1)-October 2016-Nov ...	42.00	42.00
Check	12/16/2016	Larson (5), Dustin Smith (13) Lisa Smith (5), Dan Ellwell (2)-Nov 2016	50.00	92.00
Total Montana Athletic Club			92.00	92.00
<b>Montana State Fund</b>				
Check	12/01/2016	05/01/2016--05/01/2017---Installment 7 of 10 + Payroll Report-7/1/2016--9/30/2016	3,208.19	3,208.19
Check	12/16/2016	05/01/2016--05/01/2017---Installment 8 of 10	1,751.87	4,960.06
Total Montana State Fund			4,960.06	4,960.06
<b>Napa Auto &amp; Truck Parts</b>				
Check	12/16/2016	Antifreeze for 322 & 325, Airchucks, Airchuck adapter	63.60	63.60
Total Napa Auto & Truck Parts			63.60	63.60
<b>Nivindel, LLC</b>				
Check	12/01/2016	Assist Jeremy with Canon Scannig/HIPAA Compliancy	125.00	125.00
Total Nivindel, LLC			125.00	125.00
<b>Norco Inc.</b>				
Check	12/16/2016	Station supplies- compressed gas cylinders-Nov 2016	81.66	81.66
Total Norco Inc.			81.66	81.66
<b>NorthWestern Energy</b>				
Check	12/16/2016	Bigfork-Natural Gas	48.85	48.85
Check	12/16/2016	Woodsbay-Natural Gas	45.95	94.80
Total NorthWestern Energy			94.80	94.80
<b>Pintler Billing Services</b>				
Check	12/16/2016	November 2016-Billing	2,089.33	2,089.33
Total Pintler Billing Services			2,089.33	2,089.33
<b>Republic Services #889</b>				
Check	12/16/2016	Trash pick-up for Nov 2016-Basic service for Dec 2016	64.81	64.81
Total Republic Services #889			64.81	64.81
<b>Response Equipment Specialists</b>				
Check	12/01/2016	392-Yearly Inspection-Oil Change, Service All, Replaced 2 worn brake hoses and serviced b...	1,462.38	1,462.38
Check	12/01/2016	392- Repairs	4,958.00	6,420.38
Total Response Equipment Specialists			6,420.38	6,420.38
<b>Sage Payment Solutions</b>				
Check	12/16/2016	June 2016- Credit Card Fees	187.83	187.83
Total Sage Payment Solutions			187.83	187.83
<b>Silvertip Engraving</b>				
Check	12/01/2016	Joe Nelson Award & Fire Memeber of the Year Award-2016	79.70	79.70
Total Silvertip Engraving			79.70	79.70
<b>Sliters</b>				
Check	12/01/2016	Fix Roof at Bigfork Hall	54.61	54.61
Total Sliters			54.61	54.61
<b>Staples Credit Plan</b>				
Check	12/16/2016	Folders, Sharpie	23.48	23.48
Total Staples Credit Plan			23.48	23.48
<b>WEX</b>				
Check	12/16/2016	Fuel Nov 2016	511.98	511.98
Total WEX			511.98	511.98
<b>Woods Bay Water</b>				
Check	12/16/2016	Woodsbay Hall water/sewer Nov 2016	48.75	48.75
Total Woods Bay Water			48.75	48.75
<b>TOTAL</b>			<b>24,742.18</b>	<b>24,742.18</b>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**JAN 04 2017**

Approved By

Chief Mahythy Date 1/4/2017  
Trustee [Signature] Date \_\_\_\_\_

9:32 AM  
01/04/17  
Cash Basis

Bigfork Fire District  
**Balance Sheet**  
As of December 31, 2016 \*Not Reconciled\*

	Dec 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	414,019.91
Total 1010001 · GENERAL FUND	414,019.91
1020000 · RESTRICTED CASH	
1020004 · FUND#7254-Apparatus Fund-County	80,211.75
1020003 · Ralph Barton Trust Fund-Flathead	30,898.71
Total 1020000 · RESTRICTED CASH	111,110.46
Total 101000 · CASH ALL FUNDS	525,130.37
Total Checking/Savings	525,130.37
Total Current Assets	525,130.37
<b>TOTAL ASSETS</b>	<b>525,130.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,478,369.95
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	-69,481.23
Total Equity	525,130.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>525,130.37</b>

**BIGFORK FIRE DEPARTMENT**

Originated by Lindy Norred

**JAN 04 2017**

Approved By  
Chief Mah/Thy Date 1/4/17  
Trustee ZA Date \_\_\_\_\_



**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through December 2016 \*Not Reconciled\*

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
31 · TAXES/ASSESSMENTS	137,227.50	427,415.00	32.1%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	9,011.86	36,299.00	24.8%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	2,515.36	0.00	100.0%
Total 33 · INTERGOVERNMENTAL	11,527.22	36,599.00	31.5%
34 · CHARGES FOR SERVICES			
342055 · EMS Billing Income	160,394.31	265,000.00	60.5%
342054 · EMS Class Income	2,650.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	653.75	5,000.00	13.1%
Total 342020 · FIRE PROTECTION	653.75	5,000.00	13.1%
Total 34 · CHARGES FOR SERVICES	163,698.06	270,000.00	60.6%
36 · MISCELLANEOUS			
365015 · District Donations	8,755.66	10,000.00	87.6%
365010 · Reflective Sign Orders	90.00	0.00	100.0%
362015 · Refunds	157.71	0.00	100.0%
362000 · Tshirt & Hat Sales	4,370.00	0.00	100.0%
Total 36 · MISCELLANEOUS	13,423.15	10,000.00	134.2%
37 · INVESTMENT & ROYALTY EARNINGS			
371003 · Interest Income	1,583.88	3,500.00	45.3%
371007 · Interest Income - Trust	23.63	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	1,607.51	3,500.00	45.9%
Total Income	327,483.44	747,514.00	43.8%
Gross Profit	327,483.44	747,514.00	43.8%
<b>Expense</b>			
420000 · PUBLIC SAFETY			
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	150.00	600.00	25.0%
390-2 · Billing Service Refunds	1,280.17	5,000.00	25.6%
390-1 · Billing Service Fees	13,502.12	23,000.00	58.7%
360-2 · Ambulance Equipment Maintenance	5,318.04	25,000.00	21.3%
Total 300-2 · PURCHASED SERVICES	20,250.33	53,600.00	37.8%
200-2 · SUPPLIES			
220-2 · Medical Supplies	4,677.37	18,000.00	26.0%
226-2 · EMS Personnel Supplies PPE	2,845.02	4,000.00	71.1%
Total 200-2 · SUPPLIES	7,522.39	22,000.00	34.2%
Total 420710 · ADMINISTRATION	27,772.72	75,600.00	36.7%

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01/04/17

Cash Basis

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through December 2016 *\*Not Reconciled\**

	Jul - Dec 16	Budget	% of Budget
<b>Total 420700 · EMERGENCY SERVICES</b>	27,772.72	75,600.00	36.7%
<b>420400 · FIRE PROTECTION &amp; CONTROL</b>			
<b>420410 · ADMINISTRATION</b>			
<b>100 · PERSONNEL SERVICES</b>			
110-1 · Salary & Wage Expenses	179,926.77	351,800.00	51.1%
130-4 · Retirement - Employer	2,651.05	14,200.00	18.7%
140-1 · Medical Insurance-Employer	27,999.42	60,000.00	46.7%
140-2 · Unemployment expense	483.19	2,000.00	24.2%
140-3 · Workmans Comp-State Fund	12,845.25	42,000.00	30.6%
140-4 · Comp FICA-MED & SS	12,908.26	27,000.00	47.8%
<b>Total 100 · PERSONNEL SERVICES</b>	236,813.94	497,000.00	47.6%
<b>200-1 · SUPPLIES</b>			
210-7 · Misc. Small Tools and Equipment	0.00	6,000.00	0.0%
224-1 · Rehabilitation Expense	0.00	1,000.00	0.0%
220-1 · Operating Station Supplies	4,331.27	8,000.00	54.1%
210-1 · Office Expenses	3,193.46	18,000.00	17.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	2,851.96	5,000.00	57.0%
226-1 · FIRE Personnel Supplies PPE	2,575.49	10,000.00	25.8%
231-1 · Fuel for Apparatus	5,590.30	19,000.00	29.4%
<b>Total 200-1 · SUPPLIES</b>	18,542.48	67,100.00	27.6%
<b>300-1 · PURCHASED SERVICES</b>			
340-2 · Propane	157.28	3,500.00	4.5%
331-1 · Real Estate/Landfill Taxes	264.01	300.00	88.0%
360-1 · Fire Equipment Maintenance	41,616.63	32,000.00	130.1%
310-1 · Radio Services	39.78	6,000.00	0.7%
335-1 · Merchant Bank Fees	742.15	1,500.00	49.5%
340-1 · Utilities	5,868.18	13,000.00	45.1%
345-1 · Telephone & DSL	2,551.32	6,000.00	42.5%
351-1 · Health & Wellness	543.00	6,000.00	9.1%
353-1 · Accounting & Auditing	670.00	22,000.00	3.0%
357-1 · Background Checks	632.38	1,000.00	63.2%
<b>Total 300-1 · PURCHASED SERVICES</b>	53,084.73	91,300.00	58.1%
<b>500 · FIXED CHARGES</b>			
513-1 · General Liability Insurance	0.00	22,500.00	0.0%
<b>Total 500 · FIXED CHARGES</b>	0.00	22,500.00	0.0%
<b>900-1 · CAPITAL OUTLAY</b>			
940-3 · CIP-Apparatus Fund #7254	50,000.00	50,000.00	100.0%
920-2 · Building Improvements	0.00	33,000.00	0.0%
940-1 · Machinery & Equipment	3,864.55	12,000.00	32.2%
<b>Total 900-1 · CAPITAL OUTLAY</b>	53,864.55	95,000.00	56.7%
<b>Total 420410 · ADMINISTRATION</b>	362,305.70	772,900.00	46.9%
<b>Total 420400 · FIRE PROTECTION &amp; CONTROL</b>	362,305.70	772,900.00	46.9%
<b>420430 · PERSONNEL TRAINING</b>			
380-1 · Training	2,063.76	7,000.00	29.5%

9:31 AM  
01/04/17  
Cash Basis

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July through December 2016 *\*Not Reconciled\**

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>% of Budget</u>
Total 420430 · PERSONNEL TRAINING	2,063.76	7,000.00	29.5%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,127.00	3,500.00	32.2%
Total 420440 · FIRE PREVENTION	1,127.00	3,500.00	32.2%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	3,695.49	10,000.00	37.0%
Total 100-1 · Volunteer Stipend	3,695.49	10,000.00	37.0%
205-1 · Recruiting	0.00	1,500.00	0.0%
Total 420460 · FIRE SUPPRESSION	3,695.49	11,500.00	32.1%
Total 420000 · PUBLIC SAFETY	396,964.67	870,500.00	45.6%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,301.83	2,515.81	51.7%
610-2 · Principal of LTD-342 Loan	48,698.17	97,484.19	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	446,964.67	970,500.00	46.1%
Net Ordinary Income	-119,481.23	-222,986.00	53.6%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES	50,000.00	0.00	100.0%
Total Other Income	50,000.00	0.00	100.0%
Net Other Income	50,000.00	0.00	100.0%
Net Income	<u>-69,481.23</u>	<u>-222,986.00</u>	<u>31.2%</u>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**JAN 04 2017**

Approved By  
Chief Mahythy Date 1/4/17  
Trustee ZA Date \_\_\_\_\_



Bigfork Fire District

Refinance 342 Ladder Truck----2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022

# of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012



Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*						\$602,144.99		
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.38	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,370.74	\$17,730.22	\$30,899.04	\$168,901.12	\$50,000.00	FY16
8/15/2016	1.55%	182	\$1,301.83	\$13,109.72	\$35,588.45	\$120,202.95	\$50,000.00	FY17-8/1/2016-Paid
2/15/2017	1.55%	184	\$1,213.98	\$13,217.65	\$35,568.37	\$71,416.93	\$50,000.00	FY17-planned Payment
8/15/2017	0.00%	181	\$0.00	\$13,369.49	\$36,630.51	\$21,416.93	\$50,000.00	FY18-planned Payment
2/15/2018	0.00%	184	\$0.00	\$13,474.17	\$7,942.76	\$0.00	\$21,416.93	FY18-planned Payment

**BIGFORK FIRE DEPARTMENT**

Originated by Lindy Norred

**JAN 04 2017**

Approved By

Chief M. Norred Date 1/4/17

Trustee ZH Date

109133000  
109133006 9999DT8Z2

BOARD OF INVESTMENTS  
ANNUAL AJUSTABLE RATE TENDER OPTION  
MUNICIPAL FINANCE CONSOLIDATION ACT BONDS  
(INTERCAP REVOLVING PROGRAM) SER 2007

MUNICIPALITY: BIGFORK FIRE DIST  
TOTAL LOAN COMMITMENT: \$ 602,144.99  
TOTAL DRAWS TO DATE: \$ -  
THIS DRAW DOWN: \$ 602,144.99  
REMAINING LOAN COMMITMENT: \$ -  
PROJECT: REFINANCE LADDER TRUCK

FINAL PAYMENT: 2/15/2022  
# OF PAYMENTS: 20  
LOAN/DRAW NUMBER: 2393-01  
DATE OF THIS DRAW 1/27/2012  
DATE OF AGREEMENT: 1/27/2012

PAYMENT DUE	INTEREST RATE	# DAYS DUE	INTEREST PAYMENT	PRINCIPAL PAYMENT	O/S LOAN BALANCE	TOTAL AMOUNT OF PAYMENT
* BEGINNING BALANCE *					602,144.99	
2/15/2012	1.950%	19	611.22	-	602,144.99	No payment due
8/15/2012	1.250%	182	3,742.84	99,257.16 ex princ pd	502,887.83	\$103,611.22
2/15/2013	1.250%	184	3,160.22	44,728.56 ex princ pd	458,159.27	\$47,888.78
8/15/2013	1.000%	181	2,271.97	47,728.03 ex princ pd	410,431.24	\$50,000.00
2/15/2014	1.000%	184	2,069.02	47,930.98 ex princ pd	362,500.26	\$50,000.00
8/15/2014	1.000%	181	1,797.60	48,202.40 ex princ pd	314,297.86	\$50,000.01
2/15/2015	1.000%	184	1,584.41	48,415.59 ex princ pd	265,882.27	\$50,000.00
8/15/2015	1.250%	181	1,648.11	48,351.89 ex princ pd	217,530.38	\$50,000.00
* 2/15/2016 *	1.250%	184	1,370.74	48,629.26 ex princ pd	* 168,901.12 *	\$50,000.00
8/15/2016 <i>50 pco 00</i>	1.550%	182	1,301.83	13,109.72	155,791.40	\$14,411.55
2/15/2017	1.550%	184	1,213.98	13,217.65	142,573.75	\$14,431.63
8/15/2017	0.000%	181	0.00	13,369.49	129,204.26	\$0.00
2/15/2018	0.000%	184	0.00	13,474.17	115,730.10	\$0.00
8/15/2018	0.000%	181	0.00	13,629.06	102,101.03	\$0.00
2/15/2019	0.000%	184	0.00	13,740.60	88,360.44	\$0.00
8/15/2019	0.000%	181	0.00	13,893.72	74,466.72	\$0.00
2/15/2020	0.000%	184	0.00	14,012.25	60,454.47	\$0.00
8/15/2020	0.000%	182	0.00	14,161.29	46,293.18	\$0.00
2/15/2021	0.000%	184	0.00	14,291.09	32,002.08	\$0.00
8/15/2021	0.000%	181	0.00	14,438.70	17,563.38	\$0.00
2/15/2022	0.000%	184	0.00	17,563.38	0.00	\$0.00

**BIGFORK FIRE DEPARTMENT**  
Originated by US Bank Trust

**JAN 14 2017**

Approved By  
Chief Mahdy Date 1/4/17  
Trustee ZA Date \_\_\_\_\_

BIGFORK FIRE DISTRICT  
810 GRAND DRIVE  
BIGFORK, MT 59911

PLEASE REMIT TO:  
US BANK TRUST SPA LOCKBOX CM9695  
1200 ENERGY PARK DRIVE  
ST PAUL, MN 55108

## Bigfork Fire Trustee Meeting

### Fire Chief's Report

January 4, 2017

#### Chief's Activity:

- December 3<sup>rd</sup> Holiday Parade
- December 8<sup>th</sup> Payroll Law Seminar
- December 20<sup>th</sup> Bigfork HS Fire System Test  
& Elevator inspection/training

#### Department Activity:

- December 2<sup>nd</sup> Holiday Dinner
- December 5<sup>th</sup> Red Owl Trl Fire Ferndale
- December 18<sup>th</sup> Rotary Club Food Distribution  
*STAR LA FIRE*

#### - Call Statistics

Month of December	EMS	2016 - 52	2015 - 52
	Fire	2016 - 8	2016 - 13
Year End	EMS	2016 - 638	2015 - 666
	Fire	2016 - 140	2015 - 188

#### Department Issues:

Closed Session Requirements per MCA 2-3-203

County Attorney Correspondence regarding "Prayer Pledge"

Reasonable Suspicion Training

EMS PPE Account Status

Vehicle Repair Process & A325 issue

*RES - DOT Insp. Procedures & authorization for work performed*